



LEAD EQUIPMENT MECHANIC

(Full-Time/Open)

June 16, 2006

SALARY: \$3,782 - \$4,597 (approximate monthly salary)

FINAL FILING DATE: Applications must be received in the Human Resources Department no later than June 30, 2006. Postmarks will not be accepted.

THE POSITION: Assigns, coordinates, reviews and participates in the overhaul, tune up, and repair of a variety of automotive and other motorized equipment; Provides technical assistance to mechanics and service workers in the performance of mechanical repairs and troubleshooting; determines the extent of necessary repairs; trains employees in the use of equipment, tools, service information and safety techniques; assists in the evaluation of subordinates; assists in inspection, diagnoses, and repairing of City automobiles, trucks, police vehicles, and a variety of powered maintenance and heavy construction equipment; may weld, fabricate and assemble parts for City automotive and heavy equipment; responds to questions and complaints from other city departments and divisions; assists in road testing of equipment as required; repairs or retrieves equipment in the field as needed; maintains work, time, material and parts records; coordinates computer reports, input and information system; reads and interprets shop manuals and specifications in performing work; maintains an on-going preventive maintenance program; tests for smog control requirements; supervises the equipment shop's operation in the absence of Fleet Services Supervisor; performs related work as required.

This is an advanced journey level classification in the series. Positions in this class are distinguished from the class of Equipment Mechanic by the greater complexity of assignments and lead mechanic responsibilities on a shift. It is distinguished from the Fleet Services Supervisor, which is the first line supervisory level, responsible for overall operations and activities.

Important note: Applicants must be willing and able to work evening, and/or night or weekend shifts. Typical hours of work are: Monday – Thursday, 6:00 a.m. to 2:30 p.m. or 2:00p.m. – 12:30a.m. (4-10 shift)

MINIMUM QUALIFICATIONS:

Knowledge of: Basic supervisory principles and practices; Tools, equipment and procedures used in the overhaul, repair and maintenance of powered vehicles and equipment; safe work methods and safety practices pertaining to the work.

Ability to: Perform skilled mechanical equipment work including the diagnosis of equipment for both major and minor repair work; Work independently and exercise sound judgment and initiative; Plan and estimate the cost and time of repairs; Train others and provide technical assistance to subordinate staff; Operate and maintain a wide variety of equipment, hand, shop and power tools used in the work; Read and interpret plans, specifications and manuals; Coordinate, direct, and review the work of others; Utilize shop computer to maintain a variety of shop, inventory, and repair records; Understand and carry out oral and written instructions; Establish and maintain effective working relationships with those contacted in the course of work.

Experience: Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is: Three years experience as a journey level mechanic.

Education: Equivalent to the completion of high school.

LICENSES AND CERTIFICATES: Possession of a valid Driver's License (class A) from the California Department of Motor Vehicles; Ability to obtain valid Smog Control License within one year of appointment.

SELECTION PROCESS: Candidates considered to be among the most qualified will be required to attend a qualification appraisal panel interview. This oral interview is part of the testing process. Candidate must receive a passing score of at least 70% to receive placement on the Eligible List. Final selection interviews will be conducted July 18, 2006. No make-up interviews. City of Lodi reserves the right to change the recruitment process when necessary.

Evaluation of Qualifications: Application materials will be screened to determine if applicants meet the minimum qualifications as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the next step of the process.

Where to Apply: Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the HUMAN RESOURCES DEPARTMENT, 221 W. Pine Street, Lodi, CA 95240. (209) 333-6704 TDD (209)333-6853. www.lodi.gov